



**CITY OF SOUTH PASADENA  
SOUTH PASADENA TOURNAMENT OF ROSES COMMITTEE  
AGENDA  
SPECIAL MEETING  
Council Chamber  
1424 Mission Street, South Pasadena, CA 91030  
June 8, 2021, at 7:30 p.m.**

**South Pasadena Tournament of Roses Committee Statement of Civility**

*As your elected governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the Meeting of the South Pasadena Tournament of Roses Committee for June 8, 2021 will be conducted remotely and held by Zoom video conference.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Committee Members will be participating remotely and will not be physically present in the Council Chambers.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

**South Pasadena Tournament of Roses Committee**

**Zoom Meeting Information**

**Meeting ID: 951 0455 5364**

**Passcode: 801408**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly; or
2. Click on the following unique Zoom meeting link:  
<https://zoom.us/j/95104555364?pwd=dnp3bExNRVhvcVhnUFJTOUJtRDNwdz09> or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:  
<https://zoom.us/u/acHfUgMqGm>

**IMPORTANT NOTE:** Members of the public may access the meeting to observe the meeting's proceedings; however, at this time, there is no live, real-time participation by members of the public.

### **PUBLIC COMMENTS**

**South Pasadena Tournament of Roses Committee** welcome public input. If you would like to comment on an agenda item, or make a general public comment, members of the public may submit public comments in writing for **South Pasadena Tournament of Roses Committee** consideration by emailing comments or questions to [spautsch@southpasadenaca.gov](mailto:spautsch@southpasadenaca.gov) by 12:30 p.m. on Tuesday, June 8, 2021, to ensure adequate time to compile and post. Please provide: 1) your name, and 2) agenda item for the comments/questions. All comments/questions will be distributed to the Commission for consideration.

Pursuant to state law, the South Pasadena Tournament of Roses Committee may not discuss or take action on issues not on the meeting agenda, except that members of the Tournament of Roses Committee or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

### **CALL TO ORDER:**

Chair Brant Dunlap

### **ROLL CALL:**

Janet Benjamin  
Larry Chiles  
Bill Cullinane  
Sara Cullinane  
Courtney Dunlap  
Sandy Fielding  
Steve Fillingham  
Leland Glauz  
Bill Glazier

Lisa Henderson  
James Jontz  
Wende Lee  
Chris Metcalf  
Sharon Mitchell  
Joss Rogers  
John Vandercook  
Alan Vlacich

### **PLEDGE OF ALLEGIANCE:**

Brant Dunlap, SPTOR Chair

### **CITY COUNCIL LIAISONS:**

Evelyn Zneimer, Councilmember

### **STAFF PRESENT:**

Sheila Pautsch, Community Services Director

### **PUBLIC COMMENT**

1. Public Comment – General

### **COMMUNICATIONS**

2. City Council Liaison Communications
3. Committee Chair Communications
4. Staff Liaison Communications

<b>ACTION/DISCUSSION</b>
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5. Approval of Minutes of May 4, 2021

Recommendation

It is recommended that the Committee review and approve the minutes of May 4, 2021

6. Approval of Treasurer's Report—Sandy Fielding

Recommendation

It is recommended that the Committee review and approve the Treasurer's Report for June 2021.

7. Event and Site Chair Report — James Jontz
8. Design Chair Report— James Jontz
9. Construction Chair Report — Joss Rogers
10. Decoration Chair Report — Janet Benjamin
11. Miscellaneous Fund Raisers — Janet Benjamin
12. Direct Mail Chair Report — Wende Lee
13. Publicity Chair Report — Bill Glazier
14. Web site Report — Sara Cullinane
15. Social Media Report — Chris Metcalf
16. Golf Tournament – Alan Vlacich and John Vandercook
17. Car Show – Jnaet Benjamin

<b>ADJOURNMENT</b>
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**FUTURE COMMITTEE MEETINGS**

JULY 6, 2021 7:30 p.m.

AUGUST 3, 2021 7:30 p.m.

**PUBLIC ACCESS TO AGENDA DOCUMENTS**

The complete agenda packet may be viewed on the City's website at:

<https://www.southpasadenaca.gov/government/boards-commissions>

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City's YouTube Channel no later than the next business day after the meeting. The City's YouTube Channel may be accessed at [https://www.youtube.com/channel/UCnR169ohzi1AIewD\\_6sfwDA/featured](https://www.youtube.com/channel/UCnR169ohzi1AIewD_6sfwDA/featured)

#### ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division via email at [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or by calling (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

*I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.*

6/3/2021

Date

***Sheila Pautsch***

Sheila Pautsch, Community Services Director



**Minutes of the Meeting of the South Pasadena Tournament of  
Roses Committee  
Meeting convened May 4th, 2021, 7:30pm**

- Chairperson, Brant Dunlap called the meeting to order on May 4, 2021 at 7:33pm.
- Pledge of Allegiance.
- **Roll Call:**
  - **Committee Members Present:**
    - Brant Dunlap
    - Janet Benjamin
    - Courtney Dunlap
    - Sandy Fielding
    - Steve Fillingham
    - Bill Glazier
    - Lisa Henderson
    - James Jontz
    - Wende Lee
    - Joss Rogers
    - Alan Vlacich
  - **Committee Members Absent:**
    - Larry Chiles
    - Bill Cullinane
    - Sara Cullinane (NV)
    - Chris Metcalf
    - Sharon Mitchell (NV)
    - John Vandercook
  - **Council Liaison Present:**
    - Evelyn Zneimer
  - **City Staff Liaison Present:**
    - Sheila Pautsch
- **Public Comments:** None
- **City Staff Comments:** None
- **Committee Chair Communication:** Brant sent out an email to our committee earlier today letting us know about this year's Self Built Picnic on May 15<sup>th</sup> via zoom. It is open to the entire committee, just asking to make sure we have a plan who will be speaking from our organization. We all know Sharron, and most know that she has been the caretaker for her sister, and unfortunately her sister has passed this last week so we



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want to keep her in our thoughts. Brant asked for a motion to add an emergency item to our agenda that will require a committee approval. The emergency agenda topic is about adding a 2<sup>nd</sup> signor on our citizens bank account. It will be added after Sandy's Treasurer Report and then follow the agenda as planned. Motion approved by Joss Rogers, second Alan Vlacich. All in favor.

- Staff Liaison Communication: Sheila let us know the Festival of Balloons will be canceled this year. With July approaching there's a lot of last-minute cost to be considered and the committee doesn't feel they can be covered. The firework show alone is over \$25,000 and at only 25% capacity the committee knows they can't recover the cost in ticket sales. The current guidelines for a parade are just not practical for us with taping boxes for families along the sidewalk and registering each person in the crowd with LA county, it is just not a feasible event for us right now. Sheila is hoping that we will have our new City Manager by this week and they can start delegating to help with committees, as a lot of them are dealing with being "stuck" with the same people. Wende commented that she would like to help with community outreach in getting new people involved. Alan commented that Kiwanis does the pancake breakfast on the 4<sup>th</sup> of July and it is their major fundraiser which will be the 2<sup>nd</sup> year in a row not having it, so he is also hoping we are able to move forward in 2022.
- Motion to approve the Minutes from April 6<sup>st</sup> with the correction at the end stating our next meeting will be on May 4<sup>th</sup> 2021, not 2022. Motioned by Wende Lee, Second by Alan Vlacich. All in favor.
- Approval of Treasurers Report: Sandy reported as of April 31<sup>st</sup>, our accounts totaled \$155,630. We will have to pay our insurance for the 501c3 soon and that will be \$1,691, that is the only expense we know we will have to take care of in the next month. Treasurers report motion to approve by Janet Benjamin and second by and Alan Vlacich. All in favor. Brant asked Janet since we shrunk our insurance down to minimum liability last year since we didn't have volunteers for our accident policy when do we have to increase that policy. Janet commented that we are covered for the minimum through September which is 50 people. When we are allowed to have more than 50 people down at the site we can increase our liability at any time.
- Emergency Matter: Sandy commented that Citizens bank let us know that Ted Shaw's name needs to be taken off the account and we need a 2<sup>nd</sup> person on our account in case something happens to Sandy. Sandy asked for a motion to add Sam Hernandez as the second signor on the 501c3 account and Brant Dunlap as the second signor on our



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regular checking account. James asked is it still 1 signature per check or are they asking us to have both signatures on checks? Sandy commented Citizens just needs two signatures on file not two per check. Motion approved by Alan Vlacich, second by Janet Benjamin. All in favor.

- **Event & Site:** James reported that there isn't much going on right now. We had a new dumpster delivered due to vandalism. Athens replaced it for free, but if there's a next time, we need to file a police report so they can replace it for free. Athens does not lock the dumpster after they empty it and Steve said it was already full when he went down on Saturday. Joss or Steve will try to go by on Tuesdays after pick up and lock it. James is still looking for new porta potty company with not a lot of luck. James is going to call TOR and see who they use and see if they can help us out.
- **Design:** Lisa reported that the rendering has been broken down into a 3D model so all the scaling can be done with heights and characters. Joss mentioned that its more important to have rough dimensions, Lisa agreed it is a grey scale without details. Lisa is far along working with feedback from James and Brant and we should have something to show everyone by June.
  - James shared that for those who did not know, the designs original concept was submitted about 10 years ago. Alan has been in contact with that original artist, Brian Ewing. We need to make sure that he is credited appropriately for his design concept design and then Paul and Richard get credit for the updated redesign. James will work on getting a letter mailed out to him in the next few weeks on letterhead. Joss said maybe we can invite Brian and Richard to the TOR photo day if there is one, Brant commented that is something we generally do with our designer.
- **Construction:** Steve reported they have gone up the last 2 weekends, started the forklift and the float. There is a hose that needs to be replaced and a propane leak on the float but it started no problems. Last weekend we cleaned up and cut up all the scraps we don't need so the chassis will be ready to start building
  - Joss asked Sandy when we need to submit budgets and let her know the propane leak is going to be a capitol expense that we didn't plan on. Joss said we also need to think about the things related to the break down from 2019 that we did not have to incorporate for 2020 but we will now need to make sure we have met all those requirements before 2022 parade. Joss is going to assign certain crew members to different projects so that everyone has task to work on. Joss has heard lots of people having interest in us going forward with our 2022 parade, especially when they see



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everyone working over at the site again. Joss asked if Bill could do an article for us to help get the community excited for the 2022 Parade. Joss gave the idea of an open house down at the site where people can come and learn about our float and our needs as a committee. Janet commented that we did this about 6-7 years ago and we had 7 people show up and we had planned on a much larger turn out.

- **Decoration:** Janet thanked the whole team for showing up when she planned the work day but then ended up in bed recovering from her Covid Vaccine. Both containers got cleaned and organized. Janet is working with Joss on a float crew email list to include committee and volunteers so that when workdays are planned the information can go out to everyone verse a construction email and a decoration email. Alan volunteered Kiwanis to BBQ hamburgers for a group day in the future. Janet shared the next workday will be Saturday 9am-2pm.
- **Miscellaneous Fundraisers:** Janet reported nothing coming up for miscellaneous fundraisers. The Car show is still in the works. Sponsorship have not really been too positive, we need 15k for the show and we need to have it put together in the next month or so. We would have more than 250 people and with the current guidelines who knows if we could do it with standing and sitting space being taped and marked out and very overwhelming. Janet is open to any suggestions as she needs to make the call in the next few weeks.
- **Direct Mail:** Wende talked about all the great ideas we have for donations and volunteers to get excited about our float. She thinks Joss's idea about going to the Farmers Market in a both is a good idea, and she supports that happening in the next few weeks. Her idea is for an interactive table with our rendering and maybe start to sell our Rose Vials. Nothing being mailed out right now.
- **Publicity:** Bill talked about getting the old renderings back at City Hall. Council Member Zneimer said she would bring it to a vote at the next City Council Meeting. Bill can share it in the South Pasadenan to the community excited for our float again. He would like committee member comments so he will reach out to some via email. When our color rendering is ready Bill will also send that out.
- **Website:** None
- **Social Media:** Chris Not Present, but Brant reported. Chris has been posting as much as he can on Facebook, but he is running out of content so any ideas or old photos with a





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story he would like sent to him. Courtney recommended we do a committee member spotlight on Facebook with a photo and a bio. Joss said maybe then those Bios go on our website. Maybe a "get to know our team". Bill can also run something similar like that and share any of his articles on our Facebook page.

- Golf: Alan said we have a date set for July 31<sup>st</sup>. Prices will be worked out in the next week or so. It might not be a shotgun tournament like we usually do; we might do a tee time tournament to create some distancing between groups. Lunch is still being worked out as the restaurant is not open yet. Tee signs will be hard, 4-somes will be hard, but we have realized that with the Crunch Time Party being online we can make up the lost items by an online fundraiser that will extend a few hours after the tournament. An old idea from Alan and Paul was to have the construction team build a smoker and brand it with SPTOR for the auction donation. Hoping Joss can help with trophies and Tee signs can be done by Wende, maybe Sheila can do a 4 some with the City, Evelyn can do a 4 some with the Council. Sheila if we have ever thought about a mini golf Tournament or a putting tournament as well, Alan said he's open to looking into it. Alan and John are really excited for this year and they are hoping our entire committee supports the event in some way.
- Meeting adjourned at 9:15pm. The next meeting will be on Tuesday, June 1st, 2021 at 7:30pm.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chairperson

# **FINANCE REPORT**

**JUNE 1, 2021**

**MAY 2021**

CHECKING-----	3,291.51
CHECKING 501c3-----	108,308.74
SAVINGS 501c3-----	54,321.99
TOTALS-----	165,922.24

**APRIL2021**

CHECKING-----	9,132.43
CHECKING 501 c3-----	95,175.97
SAVINGS 501 c3-----	51,321.99
TOTALS-----	155,630.39

**ACTIVITY**

**CHECKS WRITTEN:**

**CONSTRUCTION**  
**921.62**

**ADMINISTRATION**  
**2711.00**

**MONEY RECEIVED:**

**AMAZON SMILE**  
**7.77**

**FOUNDATION DONATION**  
**15,000**